



## EMERGENCY MEDICAL TECHNICIAN PROGRAM



*Interested in an  
exciting career  
as a paramedic?*



Through the EMT training you can become confident that if a medical emergency threatens, you can provide important emergency care in the critical early minutes of an emergency. EMT training is helpful to anyone regardless of occupation and especially to those who deal with people, such as teachers, physical therapists, sports medicine personnel, social workers, and parents. The Program in Emergency Medicine, in addition to the EMT Basic, offers the Intermediate and Paramedic levels of training, which teach advanced medical procedures.

The EMT course includes:

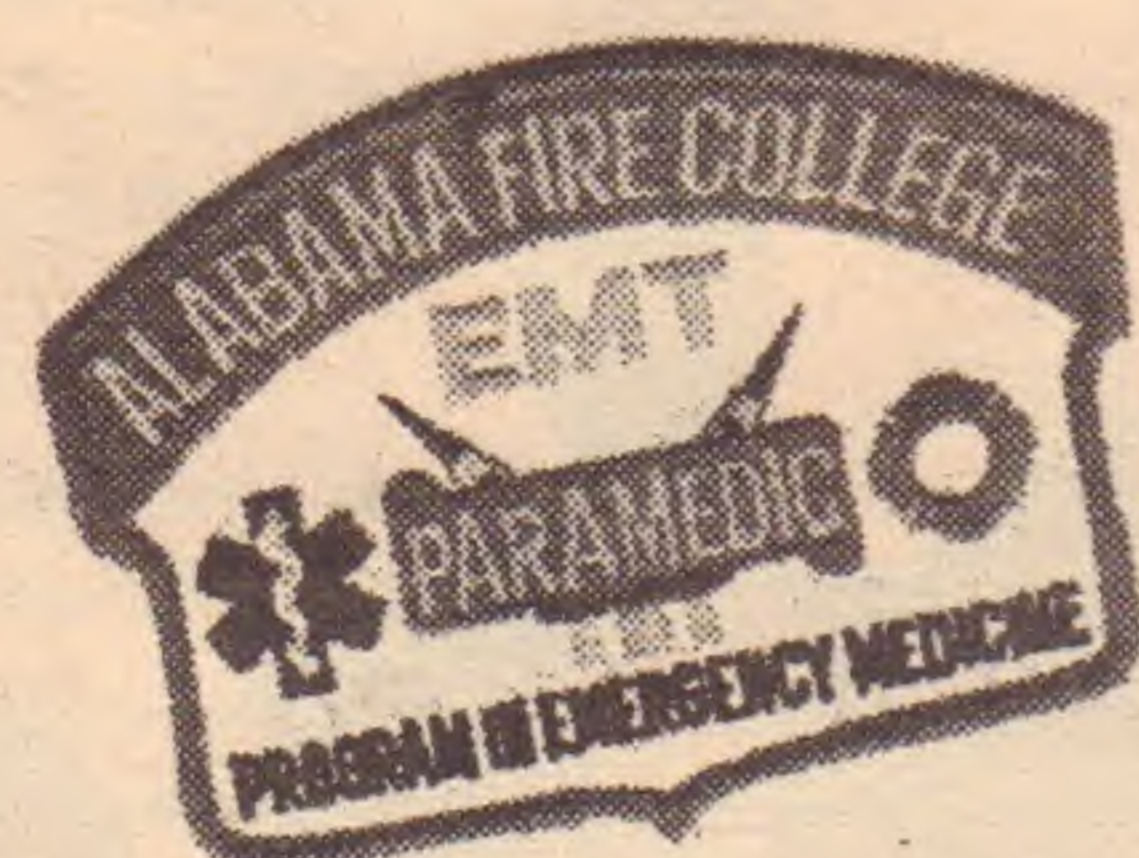
- Cardiopulmonary resuscitation (CPR)
- How to revive a choking victim
- Bandaging, splinting
- Assessing and treating emergency conditions

**Registration is MAY 20 – 27, 1996**

**8:00 a.m. – 5:00 p.m.**

**Registration MUST be made at the Alabama Fire College 2015 McFarland Boulevard.**

However, if you are on a grant or receiving financial aid you must register at Shelton State Community College on the Skyland campus.



**To enroll in the  
EMT Basic course  
a student must:**

- Be 18 years of age
- Have a high school diploma or GED
- Have a current Alabama drivers license

For more information, contact  
**Emergency Medicine**  
**Alabama Fire College**  
Phone 391-3777  
Monday – Friday 8-5

### SUMMER 1996 EMERGENCY MEDICINE CLASS SCHEDULE

EMS 140-01 EMS 141 EMS 142	} Basic/Day	Mon / Wed / Fri 10:00 am – 12:00 noon	Fire College Drill Field Trailer 1
EMS 140-50 EMS 141 EMS 142	} Basic/Night	Tue / Thu 6:00 – 10:00 pm	Fire College Drill Field Trailer 1
EMS 180-01 EMS 181 EMS 182	} Intermediate/Day	Tue / Thu 9:00 am – 1:00 pm	15th Street Campus Room 105 Morrison Bldg.
EMS 180-50 EMS 181 EMS 182	} Intermediate/Night	Mon / Wed 6:00 – 10:00 pm	Fire College Drill Field Trailer 1
EMS 183-50 EMS 186 EMS 189	} Intermediate Clinical/Night	Tue 6:00 – 9:00 pm	15th Street Campus Room 105 Morrison Bldg
EMP 240 EMP 241 EMP 242, 243 EMP 244, 245	} Paramedic	Mon / Wed 6:00 – 10:00 pm	15th Street Campus Room 105 Morrison Bldg
EMP 246 EMP 247 EMP 248, 249	} Paramedic Clinical	Tue 6:00 – 9:00 pm	15th Street Campus Room 105 Morrison Bldg.



## ALABAMA WATER RESOURCE AND ENVIRONMENTAL TRAINING CENTER MOUNDVILLE, ALABAMA

### WATER AND WASTEWATER TRAINING SUMMER SEMESTER 1996

Course	Course Description	Semester Hours	Day	Time
WMT 100-01	Introduction to Environmental Science	3	T/R	10-11:15 a.m.
WMT 100-50	Introduction to Environmental Science	3	T	6-9 p.m.
WMT 101-50	Introduction to Water Supply & Distribution	3	M	6-9 p.m.
WMT 106-50	Basic Concepts for Water/Wastewater Operators	3	W	6-9 p.m.
WMT 201-50	Water Treatment Processes	3	W	6-9 p.m.
WMT 202-50	Wastewater Treatment Processes	3	T	6-9 p.m.

### ATTENTION WATER OPERATORS

The following courses are designed to provide the operator with the knowledge needed to pass the State Certification Examinations in Water and Wastewater. Contact the Center for guidance in choosing courses appropriate to the grade level certification required.

#### WATER

Introduction to Water Supply and Distribution  
Water Treatment Processes  
Calculations and Certification Review for Water Operators  
Basic Concepts for Water and Wastewater Operators

#### WASTEWATER

Introduction to Wastewater  
Wastewater Treatment Processes  
Calculations and Certification Review for Wastewater Operators  
Basic Concepts for Water and Wastewater Operators

For additional information on the Water Center Programs, contact Dr. Peggy Reese  
(205) 371-6750

## ENROLL IN OFFICE ADMINISTRATION

The most Challenging ... Enlightening...  
Satisfying... Motivating ... Rewarding and Exciting  
Classes offered!

**OAD 228 WORDPERFECT FOR WINDOWS**  
Day and Evening Classes

**OAD 190-01 MICROSOFT WORD FOR WINDOWS 6.0**  
Tuesday - Thursday 2 - 4 p.m.

**OAD 281 DESKTOP PUBLISHING USING PAGEMAKER 5.0**  
Create brochures, fliers, newsletters and other publications. Course activities include computer instruction and actual desktop publishing  
Fridays 8 - 11:30 a.m.

**FOR ADDITIONAL INFORMATION ON ANY OF THESE CLASSES, CONTACT LYDA BLACK, 391-2438.**

## GET IN SHAPE THE WELLNESS WAY

Get rid of the winter blahs! Get ready for summer fun. Shelton State's Wellness Center is the place for you, regardless of whether you are interested in a career in wellness or simply want to improve your own health. Shelton's Wellness program receives national recognition each year for its programs. Call today and find out more about these exciting programs.

Shelton State now offers a Wellness Management Degree program that will help you learn how to operate and manage a health club or corporate wellness program. Or, you can earn a certificate in Exercise Wellness Instruction and become a certified exercise / wellness instructor.

Maybe you just want to improve your health in order to feel better! Whatever your reasons, call us today to find out more about the classes offered at the Wellness Center. Contact Milady Murphy, director, 391-2394.

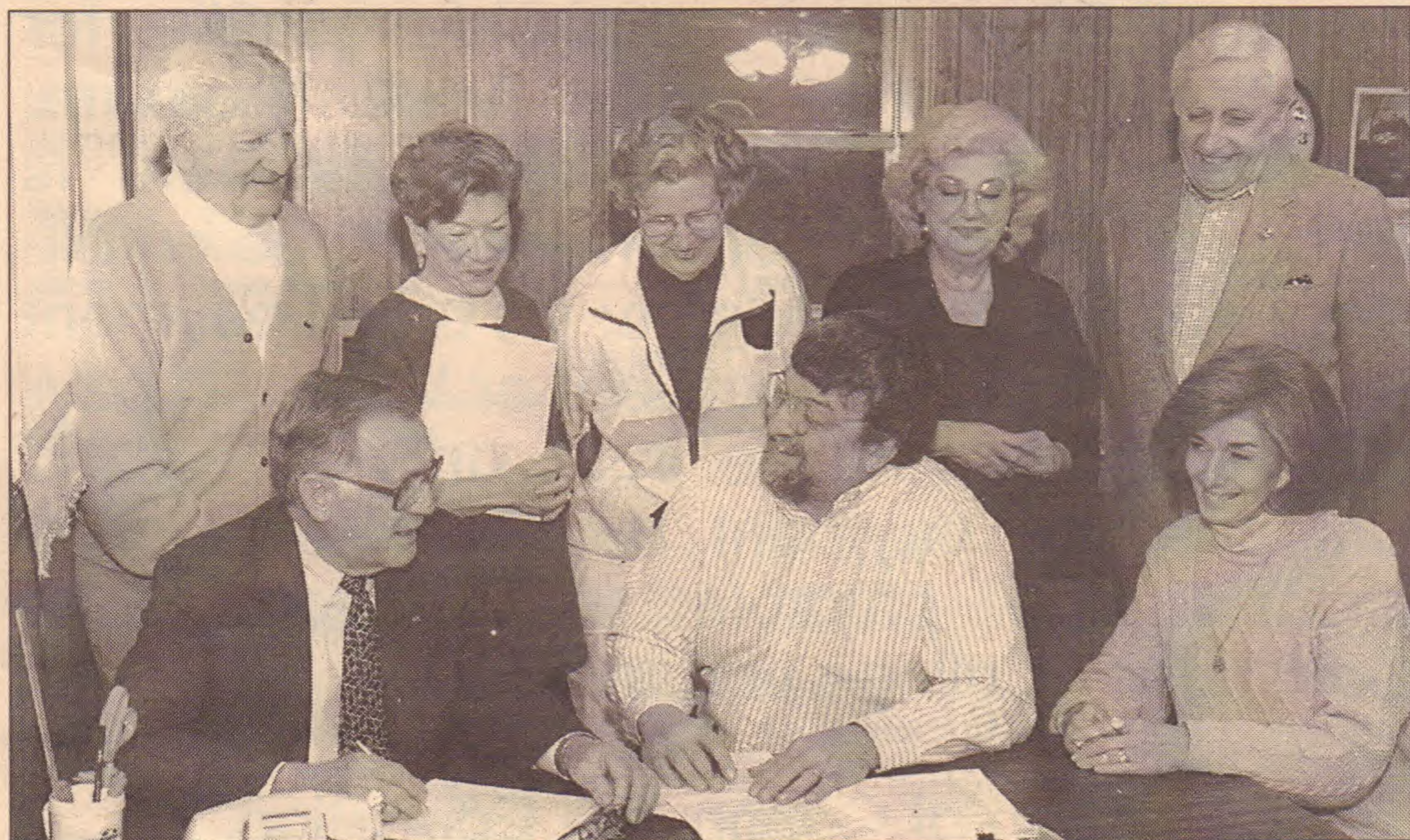


Shelton's Cosmetology program prepares for the move to the new campus. Inspecting the new facilities are: Peggy Sexton, Johnnie Beck, Gail Wilson, and Kay Watts, instructors.



# Shelton State's Non-Credited and Continuing Education Classes

## ATTENTION SENIOR CITIZENS



**Shelton State's Senior Adults Advisory Committee meets weekly to discuss Seniorversity and other adult studies programs.**

### CEU 108-01 SLIMNASTICS FOR SENIORS

Wellness Center, Skyland Campus 2.5 CEU

Instructor: Patti Ochoa M/W May 29 - Aug. 7 9-10 a.m. Cost: \$20

This course is a low impact aerobics class that offers supervised weight lifting, floor exercises and aerobic workout designed for cardiovascular health and physical fitness.

### CEU 108-02 SLIMNASTICS II FOR SENIORS

Wellness Center, Skyland Campus 2.5 CEU

Instructor: Patti Ochoa T/Th May 30 - Aug. 8 9-10 a.m. Cost: \$20

This course is a low impact aerobics class that offers supervised weight lifting, floor exercises and aerobic workout designed for cardiovascular health and physical fitness.

### CEU 220-01 WEIGHT TRAINING FOR SENIORS

Wellness Center, Skyland Campus 2.5 CEU

Instructor: Johnnie Holsonback M/W May 29 - Aug. 7 1-2 p.m. Cost: \$20

This weight training program is designed especially for seniors to improve overall muscular and cardiovascular strength and endurance. The design of the program will also help seniors prevent osteoporosis.

### CEU 214-50 PERSONAL FITNESS FOR SENIORS

Wellness Center, Skyland Campus 2.5 CEU

Instructor: Johnnie Holsonback M/W May 29 - Aug. 7 3:30 - 4:30 p.m.

Cost: \$20

This beginning course in fitness is a stretching and strengthening program designed to increase muscular strength, range of motion and mobility.

### CEU 221-01 LIFE WRITING - AUTOBIOGRAPHY FOR SENIORS

Life Writing Center, Skyland 1.5 CEU - 5 sessions

Instructor: Katherine Alexander Tues. June 4 - July 2 2-5 p.m. Cost: \$25

No matter who you are, where you were born, or where you live, you have a story to tell. Whether you are 18 or 80 or any age in between, there is no time like the present to write your life story. This is one of the most rewarding and lasting projects you will ever undertake. For fun and value, sign up for this course.

### CEU 192-50 CABINETMAKING & CONSTRUCTION FOR SENIORS

New Campus Cabinet Shop

Instructor: TBA Th/F June 13 - Aug. 2 3:30 - 8:30 p.m. Cost: \$36

This course is designed to enhance the basic fundamental skills in cabinetmaking/woodworking and the use of tools required. Covered in the course is a review of safety procedures as necessary in the proper use of hand and power tools. Prerequisite for this course is satisfactory completion of at least one basic course in cabinetmaking or woodworking. Preregistration is required by June 6, 1996.

### CEU 203-50 SMALL ENGINE MANAGEMENT FOR SENIORS

Fredd Campus, 301 Instructor: TBA W/Th

May 29 - Aug. 7 5:30 - 8:30 p.m. Cost: \$50

This course focuses on how to repair and service different types of small engines. Preregistration is required by May 22, 1996.

### CEU 223-50 CURRENT EVENTS

Skyland Campus, Room 2060 8 sessions

Group Leader: TBA Wed. June 5 - July 31 2-3:30 p.m.

Cost: \$20

Community leaders will discuss current issues and events that have an impact locally, nationally and internationally. Topics will change from week to week and cover such areas as economic development, politics, government, education and social security. Presentations will be followed by stimulating Q&A. Deadline for registration is May 29, 1996.

**Please See Additional Continuing Education Classes and Registration Form on Page 14.**

## COMING SOON TO SHELTON STATE... SENIORVERSITY

A program designed by senior adults for senior adults, SeniorVersity offers an alternative learning designed especially for retired individuals. A volunteer board composed of senior adults is currently meeting weekly to discuss this new educational format at Shelton. The purpose of SeniorVersity will be to promote intellectual vigor in a supportive environment. Individuals will be challenged to explore new areas of interest in peer-organized learning that will result in constructive use of leisure time. Your input is greatly needed for developing a successful program that meets your needs. Please use the following form to respond with your ideas and suggestions.

1. What subjects of study would be of interest to you? \_\_\_\_\_

\_\_\_\_\_

2. What time of day best meets your needs?

morning \_\_\_\_\_ afternoon \_\_\_\_\_ evening \_\_\_\_\_

3. Would you be interested in courses that combined study and travel?

\_\_\_\_\_ yes \_\_\_\_\_ no

4. Would you like to serve as a volunteer instructor or group leader?

\_\_\_\_\_ yes \_\_\_\_\_ no

If yes, what is your area of expertise? \_\_\_\_\_

\_\_\_\_\_

5. Would like to be involved in the planning/development of this program? \_\_\_\_\_ yes \_\_\_\_\_ no

If yes, please provide the following information:

\_\_\_\_\_

\_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone Number: (\_\_\_\_) \_\_\_\_\_

For more information, contact: Fran Viselli (205) 391-2465 or

June Hollingsworth (205) 391-2360.



**CEU 222-50 BASIC COMPUTER:****WINDOWS/WORD PROCESSING FOR SENIORS**

New Campus, Room 2202 2.1 CEU - 7 sessions Max. 18 students

Instructor: Anthony Flannigan Tues. June 11 - July 23 2-5 p.m. Cost: \$35

This course will cover basic information in the windows environment including terminology, exploring windows, program manager, print manager, the control panel, file manager, and accessories. Word processing will be introduced to cover the opening, saving, previewing and printing of documents, formatting text, bullets and numbering, fonts, paragraph settings, speller, thesaurus and grammar check. Registration is limited to 18 individuals with deadline for registration June 4, 1996.

**SENIOR SCHOLARSHIP PROGRAM**

According to a recent ruling by the Office of Post Secondary Education in Montgomery, the Senior Scholarship Program continues to be available to individuals 60 years of age and older for credit classes at Shelton State Community under the following guidelines:

- (1) An individual must provide proof of graduation from high school and complete a registration form if this has not previously been done.
- (2) An individual must not have taken the course in the past for which they are registering
- (3) A minimum of 15 traditional-age students must be enrolled in the class.

Registration for these classes will take place on the Skyland Campus in the Counseling Center on Tuesday, May 28, from 9 a.m. - 4 p.m. The cost of these courses will continue to be \$6 per semester hour. A list of courses available for enrollment will be provided the day of registration.

For more information or for clarification, please contact Fran Viselli at 391-2465 or June Hollingsworth at 391-2360.

**SENIOR ADULT PROGRAM**

Any adult 60 years of age or older qualifies for enrollment in the Senior Adult Program. Enrollment is not official until payment is received. For your convenience, three enrollment options are available: (1) credit payment by telephone, or MasterCard or VISA; (2) payment in person, office #211 on the Skyland Campus; (3) payment by check or money order made payable to Shelton State Community College and mailed to:

Division of Continuing Education  
Shelton State Community College  
202 Skyland Boulevard  
Tuscaloosa, AL 35405  
Attn: June Hollingsworth

**REGISTRATION FORM**

Name: \_\_\_\_\_ Sex: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Social Security #: \_\_\_\_\_

Driver's License # (if paying by check) \_\_\_\_\_ State: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Amount Enclosed: \_\_\_\_\_

MasterCard #: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

VISA #: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Class/es Desired: \_\_\_\_\_



# SHELTON STATE COMMUNITY COLLEGE CONTINUING EDUCATION SUMMER PROGRAM 1996

## REGISTRATION INFORMATION

For information on Continuing Education classes, call (205) 391-2360. For your convenience, three enrollment options are available: (1) credit payment by telephone, using MasterCard or VISA; (2) payment in person, office # 211 on the Skyland Campus; (3) payment by check or money order made payable to Shelton State Community College and mailed to:

Division of Continuing Education  
Shelton State Community College  
202 Skyland Boulevard  
Tuscaloosa, AL 35405  
Attn: June Hollingsworth

Enrollment is not official until payment is received. If your business or organization is paying the registration fee, please copy the requisition form or other information that reflects your request for payment. If the course has been filled at the time the registration form and fee are received, your payment will be returned. Incomplete application forms will not be processed.

Name: _____	Sex: _____
Address: _____	
City _____	State _____ zip _____
Home Phone: _____	Work Phone: _____
Social Security #: _____	Date of Birth _____
Driver's License # (if paying by check) _____	State: _____
MasterCard #: _____	EXD _____
VISA # _____	EXD _____
Class/es desired: _____	
Amount enclosed: _____	

## CEU POLICY

Continuing Education Units (CEUs) are offered for many of the Continuing Education courses. One CEU is granted for each ten contact hours of class instruction. In order for a participant to qualify for the CEU, he/she must attend at least ninety percent of the classes and display an understanding of the information covered in the course.

## CANCELLATION POLICY

Class participants have **three working days** following the first class meeting to file a written request for a refund. The request should include name, address, telephone number and social security number; a statement regarding the reason for the request; course name and number; instructor's name and class meeting schedule. This deadline will not be extended under any circumstances. **All registrations will automatically be refunded for class cancellations due to insufficient enrollment.**

## COMPUTERS

**Customized computer courses** specifically designed to meet your needs may be contracted for your business or organization for groups of 14 or more. Year-round scheduling of hands-on, flexible, and affordable classes on campus or on your company site is offered. For more information, contact (205) 391-2360.

### CEU 126-01 BASICS FOR DOS & WINDOWS I

New Campus, Room 2202 1.5 CEU - 5 sessions

Registration is required by May 30, 1996.

Instructor: Anthony Flannigan Thurs. June 6 - July 11 2 - 5:15 p.m.

Max. 18 students Cost: \$75

### CEU 126-50 BASICS FOR DOS & WINDOWS II

New Campus, Room 2202 1.5 CEU - 5 sessions

Registration is required by May 22, 1996.

Instructor: Jackie Norton Wed. May 29 - June 26 6 - 9:15 p.m.

Max. 18 students Cost: \$75

### CEU 126-51 BASICS FOR DOS & WINDOWS III

New Campus, Room 2202 1.5 CEU - 5 sessions

Registration is required by July 3, 1996

Instructor: Cindy Shrum Thurs. July 18 - Aug. 15 6-9:15 p.m.

Max. 18 students Cost: \$75

All three basic courses have the same course content differing only in date and time. Lose your fear of computers with this intro to basic terms and programs. Have fun discovering basic computer terminology and gaining IBM PC familiarity. You will become familiar with hardware and software, and learn basic information regarding DOS & Windows. This course provides a solid foundation for beginning PC users and is encouraged as a prerequisite for other computer classes. Text: WINDOWS 3.1 QUICK START, by Bergerud & Busche. Bring one 3.5" high density disk.

### CEU 185 ONE DAY COMPUTER SEMINARS

New Campus 6 CEU Instructor: TBA 9 a.m. - 4 p.m. Max. 14 students

Cost: \$75 per course

CEU 185-51	Fri. June 7	Basics for DOS & Windows	Preregister by May 31
CEU 185-52	Fri. June 14	Level I for Microsoft Word 6.0	Preregister by June 7
CEU 185-54	Fri. June 21	Level I for WordPerfect 6.0	Preregister by June 14
CEU 185-56	Fri. June 28	Level II for Microsoft Word 6.0	Preregister by June 21
CEU 185-58	Fri. July 12	Level II for WordPerfect 6.0	Preregister by June 28
CEU 185-53	Fri. July 19	Level I for Microsoft Excel	Preregister by July 5
CEU 185-55	Fri. July 26	Level I for Lotus 1-2-3	Preregister by July 12
CEU 185-50	Fri. Aug. 2	Basics for Dos & Windows	Preregister by July 26
CEU 185-57	Fri. Aug. 9	Level II for Microsoft Excel	Preregister by Aug. 2
CEU 185-59	Fri. Aug. 16	Level II for Lotus 1-2-3	Preregister by Aug. 9
CEU 224-50	Fri. Aug. 23	Level I for Powerpoint	Preregister by Aug. 16

Each one day seminar is a condensed course in the Windows environment designed for those who do not have the time to invest in a full course but need to develop computer skills or for those who want a refresher course. Handout materials will be provided. Bring one high density 3.5" disk.

### CEU 106-01 INTRODUCTION TO WORDPERFECT FOR WINDOWS 6.0

New Campus, Room 2202 1.8 CEU - 6 sessions

Instructor: Helen Sides Thurs. May 30 - July 11 5:30 - 8:45 p.m.

Max. 18 students Cost: \$75

Learn to use this popular word processing software package in the Windows environment. Topics include basic Windows concepts such as print/print preview, save, open retrieve, cursor movement, date command, editing, selecting text, move/copy, spell/thesaurus/Grammatik, merge, and use of the mouse. Formatting will also be covered including margins, tabs, centering, flush right, underline, bold, justification, line spacing, page numbering, indenting, page breaks, and reveal codes. Preregistration is required by May 23, 1996. Text: WORDPERFECT FOR WINDOWS TUTORIAL & APPLICATIONS, by Mary Alice Eisch. Bring one high density 3.5" disk.

### CEU 104-50 INTRO TO LOTUS 1-2-3 RELEASE 5 FOR WINDOWS

New Campus, Room 2202 1.8 CEU - 6 sessions

Instructor: Helen Sides Sat. June 1 - July 13 9-12:15 p.m.

Max. 18 students Cost: \$75

In addition to learning the basic terminology, IBM PC familiarity and knowledge of DOS, you will learn Lotus commands and functions. You will develop a level of proficiency in spreadsheet publishing, multiple applications, databases and automating worksheet tasks. This new Lotus 1-2-3 for Windows allows you to simplify many tasks and to use memory more efficiently for faster processing and larger spreadsheets. Preregistration is required by May 24, 1996. Text: PRACTICAL APPROACH TO LOTUS 1-2-3 FOR WINDOWS RELEASE 4/5 COMPLETE COURSE, by Groneman. Bring one high density 3.5" disk.



# SHELTON STATE COMMUNITY COLLEGE CONTINUING EDUCATION SUMMER PROGRAM 1996

**CEU 128-50 INTRO TO MICROSOFT WORD FOR WINDOWS 6.0 I**

New Campus, Room 2202 1.8 CEU - 6 sessions Preregister by May 28, 1996  
Instructor: Linda Carroll Tue. June 4 - July 9 6 - 9:15 p.m.  
Max. 18 students Cost: \$75

**CEU 128-01 INTRO TO MICROSOFT WORD FOR WINDOWS 6.0 II**

New Campus, Room 2202 1.8 CEU - 6 sessions Preregister by July 11, 1996  
Instructor: Steve Danford Thurs. July 18 - Aug. 22 2-5:15 p.m.  
Max. 18 stu. Cost: \$75

Word for Windows is the most powerful word processor written by Microsoft for the Windows environment. Topics include opening, closing, saving, previewing, and printing documents; bullets and numbering; fonts; character and paragraph settings; move/copy; search/replace; mouse movement; spell, thesaurus and grammar check; glossaries and macros; document merge; tabs and indents; headers/footers; page numbering; time and date key; document views; selecting text; scroll bars; pagination; shortcut keys, inserting files and graphics. Text: "WORD 6 FOR WINDOWS QUICK START", by Suzanne Weixel.

**CEU 132-50 INTRODUCTION TO MICROSOFT EXCEL FOR WINDOWS 5.0**

New Campus 1.8 CEU - 6 sessions  
Instructor: Richard Carroll Thurs. May 30 - July 11 6 - 9:15 p.m.  
Max. 14 stu. Cost: \$75

Microsoft Excel is a powerful spreadsheet program which performs financial, mathematical and logical functions displaying and linking multiple spreadsheets. You will learn to add emphasis to numeric data on the screen and to print documents by adding borders, boxes, shading and more. The class will concentrate on work sheets, working with ranges, using functions, editing, moving & copying data, graphing, project-costing, commands and non-command macros, and linking spreadsheets. Preregistration is required by May 23, 1996. Text: EXCEL 5.0 FOR WINDOWS TUTORIAL & APPLICATIONS, by Drum & Jansen. Bring one high density 3.5" disk.

**CEU 129-50 INTRO TO MICROSOFT WORKS FOR WINDOWS**

New Campus, Room 2202 1.8 CEU - 6 sessions  
Instructor: Cindy Shrum Mon. July 15 - Aug. 19 6-9:15 p.m.  
Max. 18 students Cost: \$75

This class will provide instruction in the three major functions of this program including word processing, database management and spreadsheet. In word processing learn to create, load, save, print, edit and format documents, using footnotes and other functions. The database and spreadsheet instruction includes creating, loading, saving, sorting, searching, querying, reporting and printing from databases and spreadsheets. Preregistration is required by July 8, 1996. Text: USING MICROSOFT WORKS 3 FOR WINDOWS by Debbie Walkowski and George R. Beinhorn. Bring one 3.5" high density disk.

**CEU 162-50 INTRODUCTION TO POWERPOINT VERSION 4.0**

New Campus 1.2 CEU - 4 sessions  
Instructor: Steve Danford Wed. May 29 - June 19 6-9:15 p.m.  
Max. 14 stu. Cost: \$75

Prerequisites for this course include knowledge of Windows and word processing. Powerpoint is an excellent presentation package that includes drawing, graphics and word processing capabilities. Learn to create and enhance presentations. Preregistration is required by May 22, 1996. Text: MICROSOFT POWERPOINT 4 FOR WINDOWS, by Shelly Cashman. Bring one high density 3.5" disk.

**CEU 173-50 INTRODUCTION TO ACCESS**

New Campus 1.5 CEU - 5 sessions  
Instructor: Steve Danford Thurs. July 18 - Aug. 15 6-9:15 p.m.  
Max. 14 stu. Cost: \$75

Prerequisite for this course is knowledge of Windows and word processing. Discover this database management system for the Windows environment. Learn to use tables, finding, editing, query, and macros, develop the form specifically designed to meet your report needs. Preregistration is required by July 11, 1996. Text: ACCESS 2.0 FOR WINDOWS, by Boyd & Fraser. Bring one high density 3.5" disk.

**CEU 151-01 KEYBOARDING**

New Campus, Room 2202 1.8 CEU 6 sessions  
Instructor: Eva Lee Plyler Mon. June 3 - July 8 6-9:15 p.m.  
Max. 18 students Cost: \$75

Learn to use a keyboard to prepare for data/word processing machines and computers. If you have never had any keyboard or typing training and need to learn in a short period of time, this course is for you. Alphabetic keys, numbers, common symbols will be covered. Drills and exercises will be utilized to give students speed and accuracy. This course will help you to learn the touch system. Preregistration is required by May 27, 1996.

**CEU 174-50 ASSEMBLE, UPGRADE, MAINTAIN & TROUBLESHOOT & NETWORK YOUR PC**

Skyland Campus, Room 301 2.4 CEU 8 sessions  
Instructor: Anthony Flannigan Tues. June 4 - July 23 6 - 9:15 p.m.  
Max. 15 stu. Cost: \$95

This course demonstrates inexpensive and painless methods for reviving your old, out-of-date PC. Clear, concise instructions will be provided making the upgrade, repair and networking of your system fun and easy. For anyone wishing to own their first computer, this course will allow you to save money and get to know your PC first hand. This course is a must for anyone wishing to truly understand and own a PC. Preregistration is required by May 28, 1996. Text: UPGRADING AND FIXING PC'S FOR DUMMIES, by Rathbon.

**CEU 186-50 HOW TO PURCHASE A COMPUTER**

Skyland Campus, Room 301 Instructor: Anthony Flannigan  
Tue. Aug. 6 & 13 6-8 p.m. Cost: \$40 Preregister by July 30

This course will provide the participant with valuable information for purchasing a computer to meet your current needs. Expendability for future needs is also an important consideration in computer purchasing. Bring your questions and gather important information to assist in wise decision making that will save you money. Handout materials will be provided.

## PROFESSIONAL DEVELOPMENT

**ZENGER-MILLER : SUPERVISION AND LEADERSHIP SKILLS SEMINARS**

The Center for Advanced Productivity is proud to present the Zenger-Miller Training - a leadership development training program for managers and supervisors. Zenger-Miller, Inc. is internationally recognized as a leader of skills training programs and services. Over 2000 private and public organizations have implemented Zenger-Miller systems, including half of the Fortune 500. Frontline Leadership: Your Role and the Basic Principles is a prerequisite for all the remaining classes. Those who attend all six classes will receive a certificate at the conclusion of the courses.

**CEU 142-50 Zenger Miller FRONT LINE LEADERSHIP: YOUR ROLE AND THE BASIC PRINCIPLES**

Skyland Campus, Room 407  
Instructor: Randy Jarrell Max. 15 students Cost: \$59 All 6 courses - \$325  
Tues. July 2 5:30 - 9:30 p.m. Preregister by June 25, 1996  
This course gives an overview of the expanding role of supervisors and managers and why the need for their personal skill development has never been greater. It also overviews the Frontline Leadership program and covers the Basic Principles of maintaining positive work relationships. The principles taught in this course are the building blocks for all other frontline leadership training. Text: A sixteen dollar text is provided in the cost of the course.

**CEU 143-50 Zenger Miller GIVING CONSTRUCTIVE FEEDBACK**

Skyland Campus, Room 407  
Instructor: Randy Jarrell Max. 15 students Cost: \$59 All 6 courses - \$325  
Tues. July 9 5:30 - 9:30 p.m. Preregister by July 2, 1996  
Develop your skill at delivering objective, honest feedback in a coherent fashion that will be relevant and useful to employees. Text: A sixteen dollar text is provided in the cost of the course.

**CEU 144-50 Zenger Miller GETTING GOOD INFORMATION FROM OTHERS**

Skyland Campus, Room 407  
Instructor: Randy Jarrell Max. 15 students Cost \$59 All 6 courses - \$325  
Tues. July 16 5:30 - 9:30 p.m. Preregister by July 9, 1996  
Become familiar with and learn to apply key actions and techniques associated with obtaining good information from others. Learn to plan appropriately for gathering in-depth information that impacts decision making. Text: A sixteen dollar text is provided in the cost of the course.

**CEU 145-50 Zenger Miller GETTING YOUR IDEAS ACROSS**

Skyland Campus, Room 407  
Instructor: Randy Jarrell Max. 15 students Cost: \$59 All 6 courses - \$325  
Tues. July 23 5:30 - 9:30 p.m. Preregister by July 16, 1996  
This course provides skills that are particularly helpful for explaining tough decisions or complicated, possibly unpopular ideas. Text: A sixteen dollar text is provided in the cost of the course.

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# SHELTON STATE COMMUNITY COLLEGE CONTINUING EDUCATION SUMMER PROGRAM 1996

## CEU 146-50 Zenger Miller DEALING WITH EMOTIONAL BEHAVIOR

Skyland Campus, Room 407

Instructor: Randy Jarrell Max. 15 students Cost: \$59 All 6 courses - \$325  
Tues. July 30 5:30 - 9:30 p.m. Preregister by July 23, 1996

Learn to focus on ways to defuse non-constructive emotional behavior in work situations and how to refocus energies toward positive, productive solutions to issues. Learn to recognize and deal with the anger and frustration of upset employees (as well as your own anger). Text: A sixteen dollar text is provided in the cost of the course.

## CEU 147-50 Zenger Miller RECOGNIZING POSITIVE RESULTS

Skyland Campus, Room 407

Instructor: Randy Jarrell Max. 15 students Cost: \$59 All 6 courses - \$325  
Tues. Aug. 6 5:30 - 9:30 p.m. Preregister by July 30, 1996

Build skills beyond giving basic feedback, by incorporating the motivating element of personal appreciation for a job well done. Become familiar with and learn to apply key actions and techniques designed to increase effectiveness. Text: A sixteen dollar text is provided in the cost of the course.

## REAL ESTATE CONTINUING EDUCATION

Instructor: TBA Location: New Campus 6-9 p.m. Cost: \$25

CEU 111-50 RECAD	Tues. June 11	Reg. by June 4
CEU 111-51 RECAD	Thurs. July 18	Reg. by July 11
CEU 111-53 RECAD	Mon. July 29	Reg. by July 22
CEU 111-54 RECAD	Thurs. Aug. 8	Reg. by Aug. 1
CEU 111-52 RECAD	Tue. Aug. 27	Reg. by Aug. 20

CEU 113-50 LICENSE LAW	Mon. July 8	Reg. by July 1
CEU 113-51 LICENSE LAW	Tues. July 16	Reg. by July 9
CEU 113-52 LICENSE LAW	Tues. Aug. 13	Reg. by Aug. 6
CEU 113-53 LICENSE LAW	Mon. Aug. 26	Reg. by Aug. 19

CEU 181-50 HANDLING TRUST FUNDS	Tues. June 18	Reg. by June 11
CEU 181-53 HANDLING TRUST FUNDS	Mon. July 1	Reg. by June 24
CEU 181-51 HANDLING TRUST FUNDS	Tues. July 23	Reg. by July 16
CEU 181-54 HANDLING TRUST FUNDS	Thurs. Aug. 15	Reg. by Aug. 8
CEU 181-52 HANDLING TRUST FUNDS	Wed. Aug. 28	Reg. by Aug. 21

CEU 182-50 FAIR HOUSING	Tues. June 25	Reg. by June 18
CEU 182-53 FAIR HOUSING	Mon. July 15	Reg. by July 8
CEU 182-51 FAIR HOUSING	Tues. July 30	Reg. by July 23
CEU 183-54 FAIR HOUSING	Mon. Aug. 19	Reg. by Aug. 12
CEU 182-52 FAIR HOUSING	Thurs. Aug. 29	Reg. by Aug. 22

CEU 116-50 IMPROVING COMMUNICATIONS IN RE  
Wed. June 12 Reg. by June 5

CEU 116-51 IMPROVING COMMUNICATIONS IN RE  
Wed. July 24 Reg. by July 17

Instructor: Ray Kimbrough Location: New Campus 6-9 p.m. Cost: \$25  
**Environmental Audit I & II are also approved for Real Estate Appraisal Continuing Education Hours**

CEU 117-50 ENVIRONMENTAL AUDIT I	Thurs. June 13	Reg. by June 6
CEU 117-51 ENVIRONMENTAL AUDIT I	Tues. July 9	Reg. by July 2
CEU 117-52 ENVIRONMENTAL AUDIT I	Mon. Aug. 5	Reg. by July 29

CEU 112-50 ENVIRONMENTAL AUDIT II	Thurs. June 20	Reg. by June 13
CEU 112-51 ENVIRONMENTAL AUDIT II	Thurs. July 11	Reg. by July 3
CEU 112-52 ENVIRONMENTAL AUDIT II	Wed. Aug. 7	Reg. by July 31

Instructor: TBA Location: New Campus 6-9 p.m. Cost: \$25

CEU 110-50 REAL ESTATE CONTRACT	Thurs. June 27	Reg. by June 20
CEU 110-51 REAL ESTATE CONTRACT	Thurs. July 25	Reg. by July 18
CEU 110-52 REAL ESTATE CONTRACT	Tues. Aug. 20	Reg. by Aug. 13

Instructor: Ann Schieber Location: New Campus Cost: \$75

CEU 183-50 REAL ESTATE FINANCIAL MATH  
Mon. July 22 Reg. by July 15

CEU 183-51 REAL ESTATE FINANCIAL MATH  
Thurs. Aug. 22 Reg. by Aug. 15

This three hour course focuses on presenting the financial information necessary to make decisions when buying or selling a home. It utilizes the power and simplicity of the Texas Instruments BA Real Estate calculator designed specifically for the real estate professional. The information is then transferred onto easily understood forms to help buyers and sellers make decisions. One will develop confidence in providing buyers and sellers financial information to assist them in making sound decisions. A \$40 Texas Instrument calculator is included in the cost of this course.

## CEU 119-50 30 HOUR POST LICENSE

New Campus Instructor: Charles Storey 8 sessions Cost: \$175

Mon./Tue/Thur. Aug. 12, 13, 15, 19, 20, 22 5:30 - 9:30 p.m.

Aug. 26, 27 5:30 - 8:30 p.m.

This course is required for newly licensed agents within six (6) months of license. It is necessary that you have your real estate license number and be associated with a broker or have a temporary license issued on inactive status to enroll in this class. Preregistration is required by August 5, 1996. The text is provided in the cost of the course.

## CHILD DEVELOPMENT CERTIFICATE PROGRAM

### 26 semester hours

This program is designed to prepare students for employment in preschool programs. Emphasis is placed on developing competency in guiding the experience of preschool children. Graduates may be employed as teacher assistants in public kindergartens or as teachers or directors in private preschool programs. Elective courses include Infant & Toddler Programs, Early Ed Required courses for this program include: Introduction to Child Care; Principles of Child Growth & Development; Creative Experiences for the Preschool Child; Children's Literature and Language Development; Methods & Materials of Teaching Preschool Children; Health, Safety and Nutrition for the Young Child; Program Planning for Young Children; and Supervised Practical Experiences. Elective courses include Infant & Toddler Programs, Early Education and the Exceptional Child, and Administration of Programs for Young Children.

### CHD 101-50 PRINCIPLES OF CHILD GROWTH & DEVELOPMENT

Skyland Campus, Room 215 3 credit hours

Instructor: Beverly Cook Tues. June 4 - Aug. 9 5:30 - 8:30 p.m.

Cost: \$130.50

This course is a systematic study of child growth and development from conception through early childhood. Emphasis will be placed on principles underlying physical, mental, emotional and social development, methods of child study and practical implications. Preregistration is required by May 28, 1996. Text: "UNDERSTANDING CHILD DEVELOPMENT", by Charlesworth.

### CHD 104-50 METHODS & MATERIALS FOR TEACHING YOUNG CHILDREN

Skyland Campus, Room 215 3 credit hours

Instructor: Steve Yeatman Thurs. May 30 - Aug. 8 5:30 - 8:30 p.m.

Cost: \$130.50

This course identifies the basic methods and materials used in teaching young children. Students will compile a professional resource file of activities used for teaching math, language arts, science and social studies concepts. Scheduled observations and participation with young children is required. Text: "EXPLORATION WITH YOUNG CHILDREN", by Anne Mitchell. Preregistration is required by May 28, 1996.

### CHD 109-50 ADMINISTRATION OF PROGRAMS FOR YOUNG CHILDREN

Skyland Campus, Room 328 3 credit hours

Instructor: Sherry Kirksey Mon. June 3 - Aug. 9 5:30 - 8:30 p.m.

Cost: \$130.50

This course includes appropriate administrative policies and procedures relevant to child care programs. Included in this course are local, state and federal regulations; budget planning; record keeping and personnel policies and parent involvement. Text: "ADMINISTRATION OF SCHOOLS FOR YOUNG CHILDREN", by Phyllis & Donald Click. Preregistration is required by May 28, 1996.

### CHD 215-01 SUPERVISED PRACTICAL EXPERIENCE

Skyland Campus, Child Care Center 2 credit hours Instructor: Sherry Kirksey

Prerequisite for this course is permission from the instructor. This course consists of supervised experience in an approved program for young children. The coordinator of the program will place the student who will be supervised jointly by the Child Care Center teacher and the college instructor. Preregistration is required by May 28, 1996.



# SHELTON STATE COMMUNITY COLLEGE CONTINUING EDUCATION SUMMER PROGRAM 1996

## CEU 131-50 BEGINNING CONVERSATIONAL GERMAN

Skyland Campus, Room 301 2.0 CEU - 8 sessions  
Instructor: Steve Johnson Mon. May 27 - July 15 6:00 - 8:30 p.m.  
Cost: \$59

Join us for eight sessions of basic instruction to learn useful expressions and phrases and absorb information about the culture of countries where German is spoken. German pronunciation, alphabet and vocabulary are presented in lessons regarding business, restaurants, the home, at the bank, shopping, and more. Preregistration is required by May 20, 1996. Text: COMMUNICATING IN GERMAN: NOVICE - ELEMENTARY LEVEL, by Lois Feuerle and Conrad J. Schmitt.

## CEU 105-50 BASICS IN FLORAL DESIGN

Skyland Campus, Room 406 1.2 CEU - 6 sessions  
Instructor: Randy Howell Tues. June 4 - July 9 6 - 8:15 p.m.  
Max. 25 stu. Cost: \$55

This course will teach you basic principles in floral design including balance, stability, proportion, rhythm, and harmony as well as the elements of line, form, and texture. Information regarding containers, conditioning, and handling will assist in the development of outstanding technique in floral design. The first class will be an informational demonstration. In each remaining session, participants will receive guidance in the design of their own floral creation. All supplies for the class are in addition to the cost of the course. Preregistration is required by May 28, 1996.

## CEU 219-50 ADVANCED FLORAL DESIGN

Skyland Campus, Room 406 1.2 CEU - 6 sessions  
Instructor: Randy Howell Tues. July 16 - Aug. 20 6-8:15 p.m.  
Max. 25 stu. Cost: \$55

Prerequisite for this course is Basics in Floral Design and Intermediate Floral Design. Continue in the development of outstanding technique in floral design. Concentration will be placed on further development of the fundamentals, flower and leaf form, designs, balance, and symmetry. Your skill will be increased and you will produce marvelous decorating results. Classes include observation and hands-on experience in decorating with floral techniques. Register early to assure your place in this class. Please register by July 9, 1996.

## CEU 130-50 BEGINNING SIGN LANGUAGE

Skyland Campus, Room 220  
Instructor: Vickie Brown 1.6 CEU - 8 sessions  
Mon. June 10 - July 29 6:00 - 8:15 p.m. Cost: \$59

This sign language series offers you the opportunity to learn to communicate in the language used by America's 4 million hearing impaired persons. The beginning conversational class introduces you to finger spelling, vocabulary, and fluency through hand shapes, facial expressions, body language and mime in addition to providing a taste of deaf culture. Students should complete this class with receptive and expressive practical elementary communication skills of Sign Language Continuum. Preregistration is required by June 3, 1996. Text: THE JOY OF SIGNING, by L. Riekehof

## CEU 163-50 INTRODUCTION TO COSTUME JEWELRY DESIGN & REPAIR

Skyland Campus, Room 301 1.2 CEU - 6 sessions  
Instructor: Ilene Combs Blanco Wed. June 12 - July 24 6:30 - 8:45 p.m.  
Cost: \$55

This beginning jewelry design and repair course includes construction and repair techniques for dangling and hoop earrings, stringing techniques for bracelets and necklaces, and applications for jewelry trade techniques. We will not cover sautering or more specialized styles of design, but you will be taught the skills necessary to create and repair an endless array of jewelry! Preregistration is required by June 5, 1996. Text: FLASH JEWELRY MAKING AND REPAIR TECHNIQUES, by Therese Spears. A supply list is provided upon registration for the course.

## SENIOR ADULT PROGRAMS

Any adult 60 years old or older qualifies for enrollment in the Senior Adult Program.

## CEU 108-01 SLIMNASTICS FOR SENIORS

Wellness Center 2.5 CEU  
Instructor: Patti Ochoa Mon./Wed. May 29 - Aug. 7 9-10 a.m. Cost: \$20  
This course is a low impact aerobics class that offers supervised weight lifting, floor exercises and aerobic workout designed for cardiovascular health and physical fitness.

## CEU 108-02 SLIMNASTICS II FOR SENIORS

Wellness Center 2.5 CEU  
Instructor: Patti Ochoa Tue/Thurs. May 30 - Aug. 8 9-10 a.m. Cost: \$20  
This course is a low impact aerobics class that offers supervised weight lifting, floor exercises and aerobic workout designed for cardiovascular health and physical fitness.

## CEU 220-01 WEIGHT TRAINING FOR SENIORS

Wellness Center 2.5 CEU  
Instructor: Johnnie Holsonback Mon/Wed. May 29 - Aug. 7 1-2 p.m.  
Cost: \$20

This weight training program is designed especially for seniors to improve overall muscular and cardiovascular strength and endurance. An added benefit is aid in preventing osteoporosis.

## CEU 214-50 PERSONAL FITNESS FOR SENIORS

Wellness Center 2.5 CEU  
Instructor: Johnnie Holsonback Mon/Wed. May 29 - Aug. 7 3:30 - 4:30 p.m.  
Cost: \$20.00

This beginning course in fitness is a stretching and strengthening program designed to increase muscular strength, range of motion and mobility.

## CEU 221-01 LIFE WRITING - AUTOBIOGRAPHY FOR SENIORS

Life Writing Center, Skyland 1.5 CEU - 5 sessions  
Instructor: Katherine Alexander Tues. June 4 - July 2 2-5 p.m. Cost: \$25  
No matter who you are, where you were born, or where you live, you have a story to tell. Whether you are 18 or 80 or any age in between, there is no time like the present to write your life story. This is one of the most rewarding and lasting projects you will ever undertake. For fun and value, sign up for this course.

## CEU 192-50 CABINETMAKING & CONSTRUCTION FOR SENIORS

New Campus Cabinet Shop  
Instructor: TBA Thurs/Fri. June 13 - Aug. 2 3:30 - 8:30 p.m. Cost: \$36  
This course is designed to enhance the basic fundamental skills in cabinetmaking/woodworking and the use of tools required. Covered in the course is a review of safety procedures as necessary in the proper use of hand and power tools. To register for this course, one must have completed a basic course in cabinetmaking or woodworking. Preregistration is required by June 6.

## CEU 203-50 SMALL ENGINE MANAGEMENT FOR SENIORS

Fredd Campus, 301 Instructor: TBA  
Wed/Thurs. May 29 - Aug. 7 5:30 - 8:30 p.m. Cost: \$50  
This course focuses on how to repair and service different types of small engines. Preregistration is required by May 22, 1996.

## CEU 222-50 BASIC COMPUTER: WINDOWS & WORD PROCESSING FOR SENIORS

New Campus, Room 2202 2.4 CEU - 9 sessions Max. 18 students  
Instructor: Anthony Flannigan Tues. June 4 - July 30 2-5 p.m. Cost: \$35  
This course will cover basic information in the windows environment including terminology, exploring windows, program manager, print manager, the control panel, file manager, and accessories. Word processing will be introduced to cover the opening, saving, previewing and printing of documents, formatting text, bullets and numbering, fonts, paragraph settings, speller, thesaurus and grammar check. Registration is limited to 18 individuals with deadline for registration May 28, 1996.

## CEU 223-50 CURRENT EVENTS

Skyland Campus, Room 206 8 sessions  
Group Leader: TBA Wed. June 5 - July 31 2-3:30 p.m. Cost: \$20  
Community leaders will discuss current issues and events that have an impact locally, nationally and internationally. Such topics as economic development, politics, government, education, social security and more will be covered. Presentations will be followed by stimulating Q&A.

## YOUTH PROGRAMS

### CEU 134-50 SPEED READING

Skyland Campus, Room 305 Instructor: Dr. Charlene True 10 sessions  
Mon. - Fri. June 3 - 7 3:30 - 4:30 p.m. June 10-14 3:30 - 4:00 p.m.  
Cost: \$69

Designed for students from 5th through 9th grade, this course will assist in improving concentration, organization, comprehension and reading speed. Vocabulary will be expanded and self confidence improved. Class registration is limited to 20 participants so register early. Preregistration is required by June 3, 1996.



# SHELTON STATE COMMUNITY COLLEGE

## CONTINUING EDUCATION SUMMER PROGRAM 1996

### CEU 136-01

#### **THEATRE TUSCALOOSA 1996 THEATRE ARTS CAMP** – 15 sessions

Skyland Campus M-F July 8 – July 26 1–5 p.m.

Cost: \$195 plus \$30 facility usage fee

This Theatre Arts Workshop, **Hurray for Hollywood**, is directed by Mel Christian. An intensive workshop charged with fun and creativity is designed to teach children ages 5 to 15 dance, music and drama. Students will learn songs and dances from the golden age of Hollywood, and will even get the chance to act for the camera and be director for a day. Space is limited to ten 5–6 year of age, 15 7–9 years of age, and 15 10–15 years of age. This promises to be our most popular workshop ever, so to assure your child's participation, please register early. A production will be presented on stage at Shelton on Friday, July 26 for family and friends. Please call Theatre Tuscaloosa at 345-3912, preregistration is required by July 1. The total cost of the workshop is \$195 plus \$30 for facility usage. This fee may be made in installments of \$75 per week if necessary, however to participate you must enroll for all three weeks.

### CEU 107 KID'S KOLLEGE – AN ACADEMIC ENRICHMENT PROGRAM

Skyland Campus June 21 – July 19 M/ W/F 12 sessions

12:15 – 1:45 p.m. 2:00 – 3:30 p.m. 3:45 – 5:15 p.m.

Cost: \$145 per course

Quality academic enrichment experiences for grade school students are available through this program in the areas of reading enrichment, math enrichment, study skills, keyboarding, word processing, algebra enrichment, algebra readiness, geometry readiness and science exploration. Enrollment is limited to twelve students per class. Sessions last for 1½ hours each day and provide stimulating interaction for exciting learning results. Preregistration is required by June 7, 1996.

## KIDS KOLLEGE

12:15 - 1:45 P.M.

**Study Skills - Grades 3-5**

**Math Enrichment - Grades 1-2**

**Study Skills - Grades 6-9**

**Geometry Readiness**

**Conversational German**

2 - 3:30 P.M.

**Reading Enrichment - Grades 1-2**

**Math Enrichment - Grades 6-9**

**Science Enrichment - Grades 3-5**

**Algebra Readiness**

**Keyboarding**

3:45 - 5:15 P.M.

**Reading Enrichment - Grades 3-5**

**Math Enrichment - Grades 3-5**

**Science Enrichment - Grades 6-9**

**Algebra Enrichment**

**Word Processing**

A whole language approach will be used flowing through the entire 1-9 curriculum.

A minimum of five students is necessary for each class. Private sessions will be held by the instructor in the reading and math curriculum with each child prior to the course in order to provide individual assessment. This will enable the instructor to be apprised of where concentration should be placed during the course to bring the maximum results for each student. The materials fee is included in the tuition. A partial payment of \$70 per child per course should be submitted with registration information with the remaining balance due by June 14, 1996. Deadline for registration is June 7, 1996. For more information, contact the Office of Continuing education, (205) 391-2360.

**Reading Enrichment** – Grades 1-2 - concentrates on vocabulary, phonics, listening skills, and fun with literature.

**Reading Enrichment** – Grades 3-5 - focuses on vocabulary, comprehension, reading skills, and fun with literature.

**Study Skills/Reading Enrichment** – Grades 6-9 - provides organizational skills, reading comprehension, reading rate concentrating on information regarding the Olympics, sign language, castles, and insects.

**Math Enrichment** – Grades 1-2 - will concentrate on developing addition and subtraction skills, counting, telling time by the hour and 1/2 hour, place value, and counting money.

**Math Enrichment** – Grades 3-5 - includes facts drill, regrouping skills, measurement time, multiplication.

**Math Enrichment** – Grades 6-9 - covers facts drill, word problems, multiplication / division and preparation for more advanced math functions.

**Algebra Enrichment** (non-credit) – provides review on radicals, polynomials, quadratic equations, simultaneous systems, word problems, and problem solving techniques.

**Algebra Readiness** – concentrates on skills necessary to prepare students for algebra.

**Science Enrichment** – Grades 3-5 - uses the whole language approach to focus on insects, pond life, night creatures, desert life, and a healthy body. Lab experiments will be included.

**Science Enrichment** – Grades 6-9 - uses the whole language approach to focus on insects, pond life, night creatures, desert life, and a healthy body. Lab experiments will be included.

**Conversational German** – concentrates on simple vocabulary and phrases. Also included is information on the culture of countries where German is spoken.

**Keyboarding** – includes keyboard and basic typing skills.

**Word Processing** – learn to develop letters, memorandums and other documents in the windows environment.

## PERSONAL INTEREST DEVELOPMENT

### CEU 123-50 BASICS FOR INTERIOR DECORATING

Skyland Campus, Room 305 1.6 CEU – 8 sessions

Instructor: TBA Thurs. June 13 – Aug. 8 6 – 8:15 p.m.

Max. 20 stu. Cost: \$59

This class is designed to provide information and guidance in the decoration of your home with basic decorating techniques including style, color and design. Floor and wall coverings, window treatments, lighting, and accenting of your rooms are among the topics included in the course. Participants will be involved in a decorating project including the selection of colors, floor and wall coverings, appliances, and fixtures. Preregistration is required by June 6, 1996.

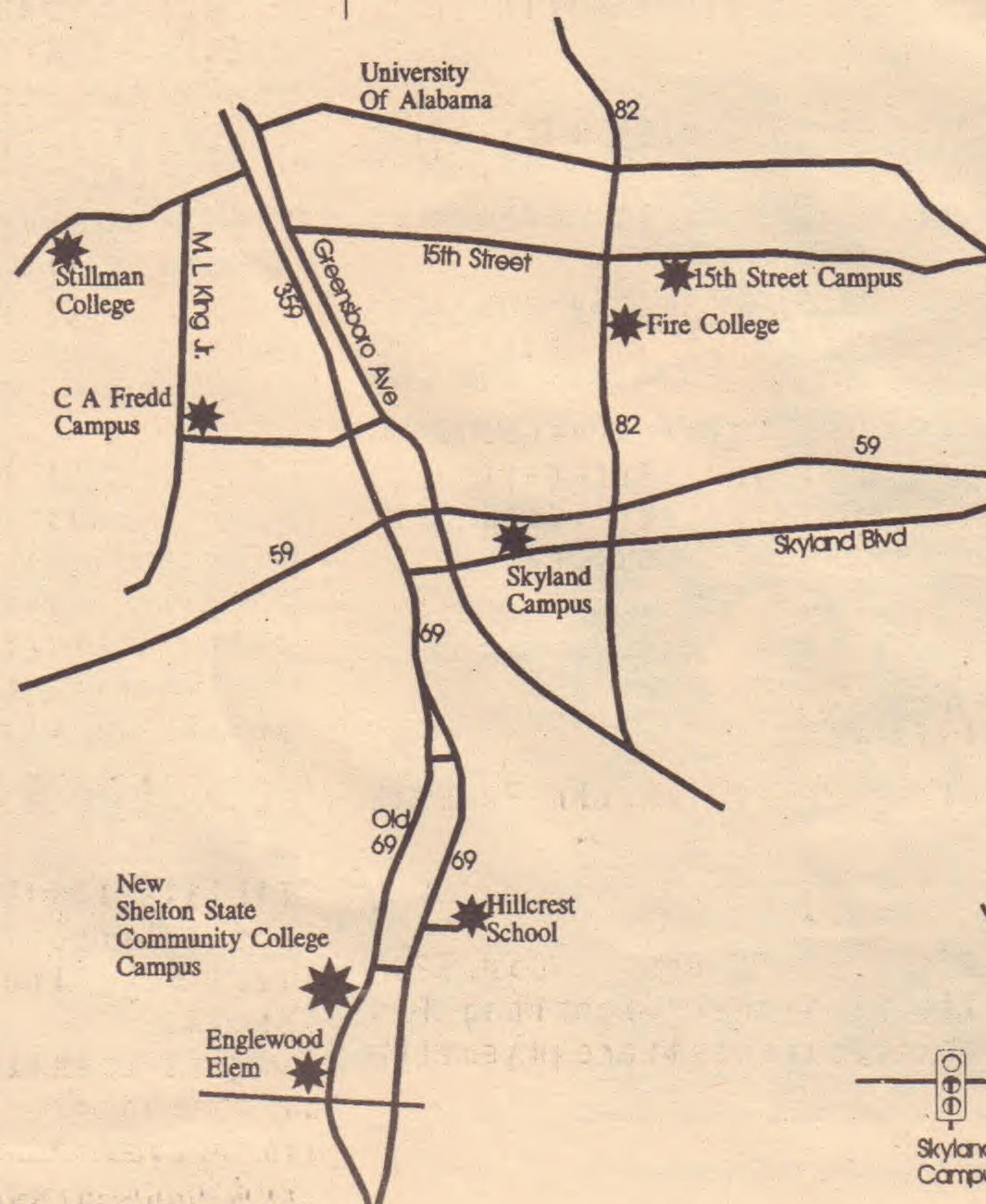
### CEU 170-50 SOCIAL DANCE

Skyland Campus, Room 406 10 sessions

Instructor: Michelle Johnson Mon. June 17 – August 19 7:45 – 8:45 p.m.

Cost: \$49

Ten basic dances will be taught during this course to include Fox Trot, Waltz, East Coast Swing, Rumba, Cha-Cha, Tango, Slow Rock, and Hustle. A variety of musical selections ranging from classical to country/western will be used to accompany the learning of steps. Preregistration is required by June 10, 1996.



**Shelton State  
Community College  
202 Skyland Blvd  
Tuscaloosa Alabama**

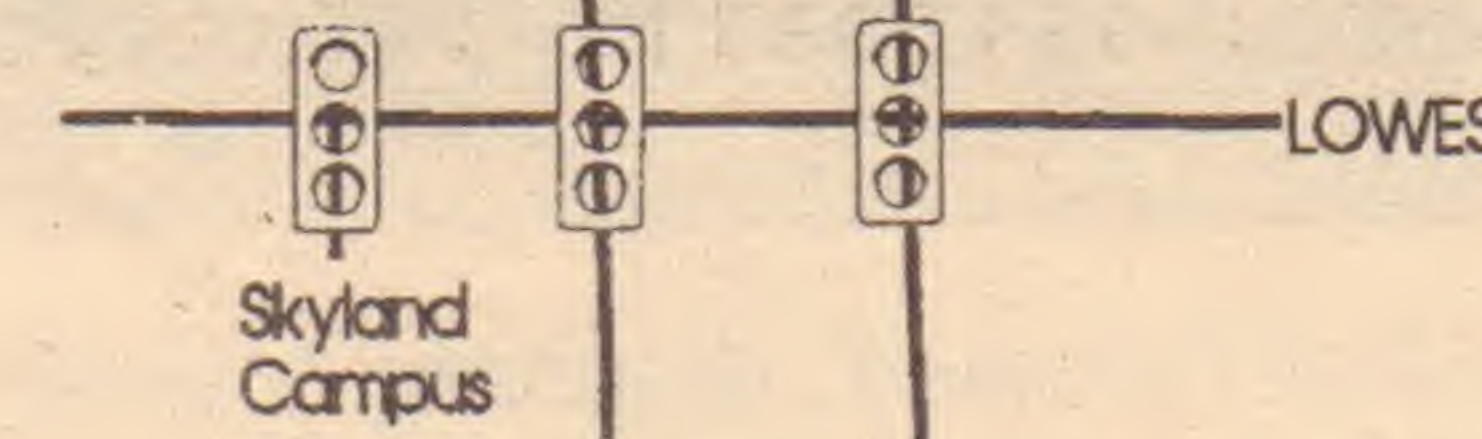
Shelton State  
New Campus

Valley View  
Baptist Church

Direction to the new campus  
from the Skyland Campus.

1. Exit the Parking Lot at the Traffic Light.
2. Turn to your Right onto Skyland Blvd.
3. Go through the next Traffic Light.
4. Turn Left at the next Traffic Light.
5. Go through the next three (3) Traffic Lights.
6. Look for Valley View Baptist on your Right.
7. Take the next road to your right.
8. At the Stop sign take a left.

The new campus is located exactly  
four (4) miles from the Skyland Campus.





# We're Moving On!



The first half of Shelton State Community College's new campus is almost completed. Summer classes for programs scheduled to move during this first phase will be held on the new campus. This includes most of the classes now offered on the Fifteenth Street Campus since the college will no longer hold classes at that location. Included in the move are Shelton's LPN nursing classes, most computer classes, and the Center for Advanced Productivity (business and industry program.) Barbering is currently offered on the C.A. Fredd Campus but will move to Shelton's new campus Summer Semester.

Diesel Mechanics and Truck Driving have already moved from the Fifteenth Street Campus and are temporarily located on Kauloosa Avenue. These two programs will also move to Shelton's new campus this summer.

All other classes will be offered at the Skyland Campus, C.A. Fredd Campus, Alabama Fire College, and the Alabama Water Resource Center. All registration for Summer Semester classes will be held on the Skyland Campus. Be sure to check for the location of your classes when registering.

Classes scheduled to move to the new campus Summer Semester include:

- |                                    |   |
|------------------------------------|---|
| * Cosmetology                      | * Barbering   |
| * Nursing (LPN)                    | * Cabinetry   |
| * Electricity                      | * Electronics   |
| * Machine Tool Technology          | * Welding   |
| * Diesel Mechanics                 | * Truck Driving                                       |
| * Office Administration            | * Computer Science                                    |
| * Center for Advanced Productivity | * Computerized Numerical Control                      |
| * Drafting                         | * Air Conditioning and Refrigeration                  |
| * Travel and Tourism Management    | * Some Economics, Math, Psychology, Statistic classes |

For additional information on Shelton's summer classes, call the Registration Hot Line, (205) 391-2293, or call one of Shelton's Counseling Centers, (205) 391-2414, (205) 391-2371, (205) 391-2479, or (205) 391-2468.

All mail should continue to be sent to Shelton's Skyland Campus, 202 Skyland Boulevard, Tuscaloosa, Al. 35405. However, the official addresss for Shelton State Community College's new campus is 9500 Old Greensboro Road, Tuscaloosa, Alabama 35405.



Shelton State President Thomas E. Umphrey, Assistant to President Dr. Rick Rogers, Vice President Dr. Ted Spring

